



**TWIN OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

DATE: February 25, 2025

PLACE: 8900 Westmoor Drive, Richmond TX 77407

ATTENDING: Robert Tice, President
Carrie McDonald, Treasurer
Sylvie Elmer, Vice President
Adeyinka Koiki, Director
Danny Handshoe, Secretary
Jennifer Gonzalez, C.I.A. Services, Inc.

ABSENT:

With quorum duly established and notice properly given, President Tice called the board meeting to order at 6:05 p.m.

OPEN SESSION

Open Forum Discussions – None.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – The following decisions have been made since the last meeting.

1. A decision was made to deny granting a hearing and referring to the attorney for their accounts receivable balance for T0101033.
2. A decision was made to approve the proposal from TAE for pool decking scoreline without epoxy crack treatment, but with scoreline at a cost of \$26,658.

A MOTION PASSED to approve the above made decisions since the last called Board meeting (Motion – Tice; 2nd – Handshoe; Unanimous).

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the January 28, 2025 Board meeting minutes as presented (Motion – Elmer; 2nd – McDonald; Unanimous).

MANAGEMENT REPORT

Financial Reports – The preliminary financial report was presented and reviewed. The Board requested to start the process to get a loan for the wall project.

A MOTION PASSED to approve the below cash flow analysis schedule (Motion – McDonald; 2nd – Elmer; Unanimous).

Investments Ordered in March:

- \$250,000 in a 7-month CDARS with AAB with a rate of 4.07%
- \$250,000 in a 7-month CDARS with AAB with a rate of 4.07%
- \$100,000 in a 7-month CDARS with AAB with a rate of 4.07%
- \$250,000 in a 3-month CDARS with AAB with a rate of 2.47%

Investments Ordered Later in 2025:

- \$75,000 in a 3-month CD with AAB
- \$100,000 in a 3-month CD with AAB
- \$250,000 in a 3-month CD with AAB
- \$250,000 in a 3-month CD with AAB
- \$250,000 in a 3-month CD with AAB
- \$250,000 in a 3-month CD with AAB

Deed Restriction Reports – were provided for Board review.

Architectural Control Reports – were provided for Board review.

MAINTENANCE REPORT

The maintenance report was reviewed with the Board.

A MOTION PASSED to approve the proposal from TAE for pool inspection repairs at a cost of \$3,874.53. (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve the TOVCA Fountain Maintenance Contract presented by TAE at a cost of \$8,700.00. (Motion – Elmer; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve the Gates in Motion rehanging the gate at a cost of \$525.00. (Motion – Elmer; 2nd – McDonald; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

2025 Annual Meeting – Community Manager confirmed that the reservation at Barbara Jordan Elementary for the Annual Meeting has been completed. Also confirmed that the Board workshop will take place at Blue Agave one week prior to the meeting at 6 PM.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

DR Recommendations for Last Chance Letters – The Board reviewed the recommendations for last chance letters.

Homeowner Correspondence – The Board reviewed a couple of owner communications.

OPEN SESSION

The open session was called to order and a verbal recap of all executive session decisions was given and is as indicated below.

A MOTION PASSED to approve last chance letters and escalate to the attorney's office if not resolved by the expiration date for violations 2745, 5229, 6124, 6149, 6484, 9003, 9120, 9233, 9373, 9423, 9521, 9659, 9694, 9786, 9891. (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve closing violations 6497, 8819, 5926 (Motion – Koiki; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve a waiver for the interest only for account T1202025. (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve the legal payment plan request for account T1202025. (Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve filing a lawsuit and proceeding with foreclosure for accounts T0402028, T0905020, T0501015, T0302013 that are at legal for accounts receivables (Motion – Tice; 2nd – Elmer; Unanimous).

A MOTION PASSED to approve sending a demand letter for accounts receivable for account T0402026, T0802008 if they default on their payment plan. (Motion – Handshoe; 2nd – Koiki; Unanimous).

A MOTION PASSED to approve sending a demand letter for accounts receivable for account T0402037, T0604046, T0802008, T0905057, T1002015, T1101007, T1401023. (Motion – Handshoe; 2nd – Koiki; Unanimous).

A MOTION PASSED to approve proceeding with the attorney sending a demand letter for full payment from Kinetic Energy for irrigation damages. (Motion – Handshoe; 2nd – McDonald; Unanimous).

A MOTION PASSED to ask the attorney if we can send photos every two weeks for trash can violations instead of once a week. (Motion – Handshoe; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve implementing the fine policy as presented but to make the following changes prior to filing:

- Section III titled “Schedule of Fines,” Subsection A titled “Curable Violations”
 - Update the first fine amount from \$100 to \$25
 - Update the second fine amount from \$200 to \$50
 - Update the additional fines from \$300 to \$75
- Section III titled “Schedule of Fines,” Subsection B titled “Uncurable Violations”
 - Update the first fine amount from \$100 to \$25
 - Update the second fine amount from \$200 to \$50
 - Update the additional fines from \$300 to \$75
- Section III titled “Schedule of Fines,” Subsection C titled “Architectural Violations”
 - Update the first fine amount from \$200 to \$100
 - Update the second fine amount from \$400 to \$200
 - Update the additional fines amount from \$500 to \$300
- Section IV titled “Self Help,” Subsection C
 - Update the administrative fee for self-help from \$150 to \$50

(Motion – McDonald; 2nd – Elmer; Unanimous).

A MOTION PASSED to hold on the waiver request for collections fees relating to violation #5760 at the attorney’s office, decision will be made after Board reviews the application materials sent previously. (Motion – Elmer; 2nd – Tice; Unanimous).

A MOTION PASSED to hold on closing violation #9418 until the Board can review prior communication sent regarding this violation. (Motion – Tice; 2nd – McDonald; Unanimous).

A MOTION PASSED to approve with filing a insurance claim after the insurance carrier confirmed the following:

The wind/hail deductible is 1% of the total insured value of the damaged items, subject to a minimum of \$2,500. If fencing was the only damage from Beryl, the last statement of values we have on file (from 2023 attached) shows \$1,088,871 for fences. 1% of that is \$10,888.71. If other items were damaged, the deductible would be increased accordingly.

(Motion – Koiki; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the access device email that will be sent association wide with the only change being to remove the 3-card limit per household (Motion – McDonald; 2nd – Elmer; Unanimous).

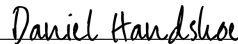


Prepared by:

Jennifer Gonzalez, Community Manager
C.I.A. Services, Inc.

Approved at the March 25, 2025 meeting of the Board of Directors.

Approved by:

DocuSigned by:

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